

## PUBLIC EXAMINATIONS - INFORMATION FOR STUDENTS

The following information is designed to help you in achieving success in your Public Examinations.  
Please take the time to read it carefully and ask if you are unsure about anything

1. You must only use **BLACK** ink or ballpoint pens.
2. **DO NOT** use gel pens or any other coloured pens on your examination script.
3. **DO NOT** use pencil or coloured pencils - unless it says you may in the rubric on the examination paper.
4. **DO NOT** use highlighters or correction fluid on your script.
5. Make sure that your pencil case or plastic bag is transparent.
6. Calculators may be used - unless it specifically states on the Question Paper that they are prohibited. Calculator lids must be removed and placed underneath your desk.
7. Make sure that you have all the correct equipment for each examination.
8. If the Answer Booklet has a page border - **DO NOT** write anything outside it - it will **NOT** be marked.
9. **DO NOT** write anything outside the designated space for each answer.
10. If you need more space for your answers - check the back of the Answer Booklet.
11. Should you need Additional Paper - ask an Invigilator. You must complete **ALL** the relevant details and attach these sheets to your Answer Booklet.
12. Some Question Papers contain boxes for you to indicate which question[s] you have answered - remember to complete the relevant boxes.
13. Coursework Authentication - you **MUST** complete and sign all the relevant paperwork - otherwise your work will **NOT** be marked.
14. Check your **FINAL EXAMINATION TIMETABLE** very carefully. See the **EXAMS TEAM** in the **EXAMS OFFICE** or e-mail [examsofficer@gatton-park.org.uk](mailto:examsofficer@gatton-park.org.uk) - if you have any worries or concerns.
15. Make sure you know your Candidate Number. It is **YOUR** responsibility to write this number on all your Examination Documentation. Your number is on your Exams Timetable and on your Candidate Card.
16. Make sure that you take your **FINAL EXAMINATION TIMETABLE** with you to every examination - including Orals and Practical Exams. This will make life easier for everyone.
17. Check that you know **ALL** the details relating to **ALL** of your Examinations / Orals / Practicals, et cetera.
18. Seating Plans, Venue Details and Exam Information will be displayed along the corridor facing The Cage.
19. It is a good idea to put your seat numbers on your Examination Timetable for reference.
20. Make sure that your mobile 'phone is **SWITCHED OFF** - i.e. **NOT** on Silent or Vibrate.

21. You are NOT allowed to have any 'phones, mp3 players, pagers, headphones et cetera in any of your pockets - whether you are actually wearing the item of clothing or not. Failure to comply with this request may result in your being DISQUALIFIED from the examination in question - and possibly from the Subject - if not ALL of your subjects for that Examination Series.
22. Any candidate who arrives more than 30 MINUTES after the start times [AM Exams start at 08:30 and PM exams at 13:30], runs the risk of their paper NOT being marked by the relevant AWARDING BODY.
23. Any candidate arriving late must expect to finish their examination at the same time as everybody else sitting that particular unit. **No additional time for lateness can be guaranteed.**
24. **NO FOOD, DRINK, CONFECTIONERY or MEDICATION** should be on your examination desk. The only exception to this is bottled water. Remember to remove the labels from ALL bottles prior to your exams.
25. If you have any **MEDICATION**, it should be clearly named and handed in to an Invigilator before the start of every examination.
26. If you are UNABLE to sit an examination for any reason YOU MUST telephone the School Reception [01737 649000] and leave a message. If the reason is MEDICAL, you must obtain a medical certificate / letter - which should be given to the EXAMINATIONS OFFICER asap.
27. EXAMINATION CONDITIONS are in force from the moment you enter an Examination Room. Please DO NOT COMMUNICATE in any way with other students as this could lead to DISQUALIFICATION. If you have a problem, find your seat, raise a hand and speak to an Invigilator.
28. You MUST NOT ask for and will not be given ANY EXPLANATION of the questions.

**READ THROUGH ALL THE DOCUMENTS RELATING TO EXAMS ON THE RAAS WEBSITE**

**CHECK THE DATES AND TIMES OF ALL YOUR EXAMINATIONS**

**CHECK TO SEE IF YOU HAVE ANY CLASHES**

**HAVE YOUR EXAMINATION TIMETABLE WITH YOU AT ALL TIMES**

**CHECK THE BOTTOM CORRIDOR FOR INFORMATION RE: VENUES AND SEAT NUMBERS**

**ARRIVE AT THE EXAMINATION IN GOOD TIME**

**HAVE THE CORRECT EQUIPMENT FOR EACH EXAMINATION**

**ONE PEN IS SIMPLY NOT GOOD ENOUGH !!**

**SEE THE EXAMS TEAM IF YOU HAVE ANY CONCERNS**

**GOOD LUCK**